

Alton Planning Board

P.O. Box 659
Alton, NH 03809

Tel. (603) 875-2162

Fax (603) 875-2163

SUBDIVISION APPLICATION INFORMATION-LOT LINE ADJUSTMENT

No excavation or timber cutting may be undertaken until all state and local permits required for the construction of the site have been obtained. Copies of all state and local permits must be provided to the Planning Department.

In addition to the checklist requirements, an application must include the following at the time of submission:

- Required application fees. These fees are non-refundable unless approved by the Alton Planning Board.
- Application Fee Schedule form filled out completely. Please do not include Recording Fees at time of application submission. Recording fees will be collected if application is approved.
- Abutters list including all abutters, owners, holders of any easements and agents involved in the application per RSA 676:4, I(d). Abutters can be verified at the Assessing Department and Tax Collector's Office. Map and lot numbers must be included for each abutter. The Planning Department staff is not responsible to verify abutter information.
- Plan sets are to be no larger than 22"x 34". Full plan sets are to be folded; rolled plans will not be accepted.
- If the property is in Current Use, the status of the property before and after the subdivision shall be indicated on the plan.
- One 11"x17" reduced copy of the complete plan set and five (5) large plan sets.
- The application must include a separate narrative for the project proposal.
- One addressed No. 10 business envelope for each individual abutter/owner/agent/etc.. DO NOT PUT RETURN ADDRESS ON ENVELOPE.

After the plan is approved the applicant will submit:

- Signed and notarized deed(s) to convey parcel(s) approved in lot line adjustment.
 - One (1) copy of a complete draft final plan to the Planning Department. Once the Planning Department has notified the applicant that draft final plan is acceptable, the applicant will submit four (4) final paper copies of the plan set, one (1) mylar and one 11" x 17" set to the Planning Department. Final Plan sets are to be no larger than 22"x 34".
 - Two (2) checks for recording fees and postage are to be submitted with the final approved plans: one made payable to BCRD:
 - \$26.00 per mylar sheet to be recorded.
 - \$25.00 per plat for LCHIP fee.
 - \$12.00 for the first page and \$4.00 for each additional page for deed(s)
- And one made payable to the Town of Alton:
- \$8.00 for postage and handling to mail the mylar. For multiple page plan sets additional postage may be required.

If you have any questions please feel free to contact the Planning Department at 875-2162.

LOT LINE ADJUSTMENT APPLICATION FORM
ALTON PLANNING BOARD
ALTON, NH

Date Received: _____

Case #: _____

Fees Paid: _____

PARCEL #1:

OWNER(S) OF RECORD: _____

LOCATION OF PROPERTY: _____

TAX MAP: _____ LOT: _____ ZONING OF PARCEL: _____

SITE IN ACRES: _____ SQUARE FEET: _____

NUMBER OF LOTS TO BE ADJUSTED: _____

FRONTAGE ON WHAT ROAD(S): INCLUDE NEW ROAD NAME IF APPLICABLE:

PARCEL #2:

OWNER(S) OF RECORD: _____

LOCATION OF PROPERTY: _____

TAX MAP: _____ LOT: _____ ZONING OF PARCEL: _____

SITE IN ACRES: _____ SQUARE FEET: _____

NUMBER OF LOTS TO BE ADJUSTED: _____

FRONTAGE ON WHAT ROAD(S): INCLUDE NEW ROAD NAME IF APPLICABLE:

WATER MUNICIPAL: _____ PRIVATE WELL: _____

AGENT OF THE OWNER(S) OR CONTACT PERSON:

NAME: _____

ADDRESS: _____ PHONE: _____

WAIVERS REQUESTED: YES _____ NO _____

NOTE: ALL WAIVERS MUST BE REQUESTED IN WRITING TO THE PLANNING BOARD AND ACCOMPANY APPLICATION.

SPECIAL EXCEPTION OR VARIANCE GRANTED BY THE ZBA: YES _____ NO _____

IF YES, PROVIDE THE APPLICABLE DATE(S): _____

THIS PLAN REPRESENTS AN AMENDED PLAN: YES _____ NO _____

DATE OF CONCEPTUAL CONSULTATION, IF ONE: _____

DATE OF DESIGN REVIEW, IF ONE: _____

I/WE CONSENT TO ALLOW THE ALTON PLANNING BOARD OR ITS REPRESENTATIVE TO MAKE ON-SITE INSPECTION(S) OF MY/OUR PROPERTY AS DEEMED NECESSARY FOR THE EVALUATION OF MY/OUR LOT LINE ADJUSTMENT APPLICATION.

I/WE UNDERSTAND ALL INFORMATION REQUIRED BY REGULATION MUST BE SUPPLIED, OR A WRITTEN WAIVER REQUEST MUST ACCOMPANY THE APPLICATION. NONCOMPLIANCE IS GROUNDS FOR DENIAL (RSA 676:4).

PARCEL 1:

SIGNATURE OF OWNER(S) _____ DATE _____

_____ DATE _____

SIGNATURE OF AGENT _____ DATE _____

PARCEL 2:

SIGNATURE OF OWNER(S) _____ DATE _____

_____ DATE _____

SIGNATURE OF AGENT _____ DATE _____

**ALTON PLANNING BOARD
LOT LINE ADJUSTMENT
APPLICATION FEE SCHEDULE**

Received From _____ Date: _____

Case # _____ Tax Map/Lot # _____

Application Fees for Lot Line Adjustment

Lot Line Adjustment: \$75 per lot included in the lot line adjustment \$_____

Conceptual Consultation: \$25 which shall be applied to application fees
if formal application is file within 6 months \$_____

Abutter Fee: \$6 per abutter X total # of abutter notices _____ \$_____
(including owner/applicant/agent)

Notice of Decision: \$1 per person to receive notice by mail. \$_____

Newspaper Notification Fee: \$75 \$_____

Total **\$_____**

Please make checks out to the Town of Alton.

The following fees are to be submitted after approval:

Recording Fee: For Mylars 22" x 34" = \$26 per page \$_____

For Deeds \$12 for the first page of document
\$4 for each additional page \$_____

Transfer Tax A tax of \$15 per thousand is imposed upon the
sale, granting or transfer of real estate and any
interest therein except when the price or
consideration is \$4000 or less, there shall be a
minimum of \$40. An exemption from the transfer
tax must be clearly stated on the deed being
recorded. \$_____

Mylars and Deeds each require additional \$25 LCHIP FEE \$_____

Total **\$_____**

Please make checks out to the Belknap Registry of Deeds

There will also be an \$8 postage fee for mailing to the Registry. Check should be made out to the Town of Alton.